

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATISTICIAN SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a statistics program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Statistician Specialist-2

Statistician Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Statistician Specialist-3

Statistician Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Statistician job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Makes use of advanced statistical methods.

Conducts studies requiring the collection, assembly, and compilation of social, economic, scientific, or engineering data.

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Determines sampling methods to be used.

Studies methods of analyses for surveys.

Prepares analyses of statistical tables, charts, and graphs.

Develops equations for analyzing specific types of data.

Prepares charts, tables, and graphs; checks computations; and maintains records pertaining to the work.

Interprets and evaluates the results of research projects.

Prepares scientific articles and reports.

Assists in the training of less experienced statisticians.

Maintains records, and prepares reports and correspondence related to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation and use of reports.

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Knowledge of the science of statistics, including statistical theory, techniques, and methods encompassing such areas as sampling, ratios and proportions, measures of dispersion and central tendency, reliability, validity, correlations, time series, trends, index numbers, and forecasting.

Knowledge of the significance of various statistical measures.

Knowledge of methods of statistical applications.

Knowledge of statistical needs.

Ability to use statistical methods and procedures.

Ability to analyze and interpret statistical data.

Ability to test the validity of research and survey projects.

Ability to present conclusions in written and graphic form.

Ability to assist in the training of less experienced technicians.

Ability to plan, direct and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others effectively.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major, with not less than 12 semester (18 term) credits in statistics.

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Experience

Statistician Specialist 13

Four years of experience as a statistician, including two years of experience equivalent to a Statistician P11.

OR

One year of experience equivalent to a Statistician 12.

Statistician Specialist 14

Five years of experience as a statistician, including three years of experience equivalent to a Statistician P11.

OR

Two years of experience equivalent to a Statistician 12.

OR

One year of experience equivalent to a Statistician Specialist 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STATISSPL

Job Code Description

Statistician Specialist

Position Title

Statistician Specialist-2

Statistician Specialist-3

Position Code

STATSPL2

STATSPL3

Pay Schedule

H21-014

H21-017